

Virginia Center for Onsite Wastewater Training
Southside Virginia Community College Occupational/Technical Center
1041 West 10th Street
Pickett Park (Fort Pickett)
Blackstone, Virginia 23824

Vision Statement:

Comprehensive understanding of onsite wastewater practices across Virginia

Mission Statement:

Provide education and training to ensure effective onsite wastewater systems, maintain water quality, and protect public health.

MINUTES OF THE VCOWT STEERING COMMITTEE MEETING
8 June 2007

Core Group Members Present:

Tom Joy, Chair	VDH / Blacksburg	Thomas.Joy@vdh.virginia.gov
Jim Bowles	VDH / Lynchburg	Jim.Bowles@vdh.virginia.gov
Ed Dunn	VDH / Piedmont	Ed.Dunn@vdh.virginia.gov
Anish Jantrania	VDH / Richmond	Anish.Jantrania@vdh.virginia.gov
Beth Manghi	VDH / Chickahominy	Beth.Manghi@vdh.virginia.gov
Douglas Phillips	SERCAP Rep	DPhillips@SERCAP.org
Tom Reynolds	SVCC Rep	tom.reynolds@sv.vccs.edu
Erik Severson	VTSS Rep	ersevers@vt.edu

Core Group Members Absent:

K.R. Trapper Davis	CPEG / VOWRA / NOWRA Rep	krdavis@cpegllc.com
Jay Duell	VDH / Western Tidewater	Jay.Duell@vdh.virginia.gov
Jamie Hawley	VDH / Piedmont	Jamie.Hawley@vdh.virginia.gov
Peter Hunt	SVCC Rep	Peter.Hunt@sv.vccs.edu
Danna Revis	VDH / Richmond	Danna.Revis@vdh.virginia.gov
Karl Rudolph	VDH / Stafford	Karl.Rudolph@vdh.virginia.gov

Associate Group Members Present:

N/A

Associate Group Members Absent:

N/A

Other Attendees:

N/A

Meeting opened at: 10:20

Committee Reports:

A new format was adopted by general agreement at the request of Tom Joy. Old and new business as they pertain to each committee will be discussed after the committee report. In order to fit Tom Reynolds into the new format, Tom Joy proposed that an SVCC Liaison Committee be formed with Tom Reynolds as Chair. The motion was made and approved. Peter Hunt, Danna Revis, and Tom Joy will also be on the committee.

Site Development Committee: Trapper Davis (Chair) –Jeff Hasson, Doug Phillips, Jim Bowles, Erik Severson, Tom Joy

Old business

- Site Clearing: Doug Phillips reported he has contacted five military groups. He has a verbal commitment from the USMC to provide equipment for site clearing in September. Doug's cousin may also have a contact who can help us. Tom Joy reported that Carter Machinery rejected our request to donate equipment. He will continue to contact other firms, including James River Equipment and Equipment Rental Corporation. Tom Reynolds will talk to Peter Hunt about asking the Irby brothers to do at least a small amount of clearing, so we can get a few demos installed.
- Rainwater Collection System: Tom Joy reported that Don Alexander has concerns about the proposed rainwater collection system because it is not a type of system approved by VDH. A motion was requested to abandon the project; however, none was forthcoming. Upon discussion, it was evident that the SC membership favors the project and would like to see it implemented, if possible. The point was made that the water will not be used for drinking, but only as a source of water for the demonstrations. As proposed, the system should cost very little. A suitable tank should be easy to obtain by donation from a tank manufacturer. Doug Phillips has been looking for a firm willing to donate gutters and downspouts. He said that SERCAP personnel can do the installation. Jim Bowles, Anish Jantrania and Tom Joy will discuss the matter with Don at the next staff meeting.
- VCOWT Demonstrations: One of the tasks of the Site Development Committee is to design demonstrations that will further VCOWT training goals. Tom Joy reported that no progress had been made on this task. During discussion, Anish Jantrania suggested that the Site Development Committee visit the North Carolina Onsite Training Center to observe their demonstrations and get ideas for VCOWT. Tom Joy volunteered to approach Don Alexander and Mike Hoover, the Director of the NC Onsite Training Center and attempt to set up a visit for one of the remaining Fridays in June. All of the members at the meeting want to go. Any Steering Committee member is welcome to make the trip.

New Business

- Erik Severson was appointed to the Site Development Committee.

Master List Committee: Beth Manghi (Chair)

- Beth Manghi reported that she had sent out a notification for the Wastewater 101 class to the entire email list. The SC thought it likely that the notification contributed to the fact that the class had 18 of 20 openings filled.

Old Business:

- Email Notifications: Bimonthly notifications to the entire email list of course availability, dates, and other items of interest were suggested at the April meeting but have not yet been implemented. Tom Joy suggested that the notification frequency be changed to monthly to avoid possible irritation to the recipients. A motion was made and approved to change the frequency of the notifications to monthly.

New Business:

- Quarterly Newsletter: After further discussion of email notifications, Jim Bowles suggested that VCOWT produce a quarterly newsletter to be sent to the entire email list. A motion was made and approved to do so. Beth Manghi volunteered to write the newsletter.
- Blind Copies: Tom Joy asked whether the list of names could be hidden when the emails are sent out. Anish Jantrania stated that it can be hidden if the emails are sent as blind copies. This will be done in the future to avoid overwhelming recipients with a huge list of names.

Logo/Brochure Committee: Jim Bowles (Chair), Tom Joy

Old Business:

- VCOWT Poster Design: Jim Bowles showed two proposed designs for a VCOWT poster – one with a spigot and one with a state outline and recycled water drops. The SC consensus was to use the spigot poster but remove the spigot graphic and replace it with a house and drainfield similar to the design used by EPA.
- VCOWT Logo: Jim Bowles observed that we still do not have a VCOWT logo. He will work on that after the poster is finished.

New business:

- Tom Joy suggested renaming the Logo/Brochure Committee as the Logo/Brochure/Exhibit Committee, because the designs will be an integral part of the VCOWT exhibit planned for a SW VA managers meeting in September and for meetings after that in other areas of the state. He also suggested that he appoint himself a member of the renamed committee. Both suggestions were accepted.
- Tom Joy reported that he is checking into the price of collapsible backdrops for the exhibit and will try to get one as a donation. It was pointed out that there is already one in Richmond. Doug Phillips also said that SERCAP has one that would be available.

DPOR Committee: (Trapper Davis (Chair), Jeff Hasson, Tom Joy

This committee was established to determine DPOR licensure requirements for AOSEs, installers and service provider and determine what courses and course content VCOWT must offer to enable those groups to meet the DPOR's requirements. No report was presented.

Onsite Training Committee: Danna Revis (Chair), Jay Duell, Jim Bowles

This committee was established to design a curriculum structure that will align Danna Revis's "Basic Onsite Wastewater" VDH classes with the two-day SVCC format. It may also include classes to meet the needs of the private sector. The committee will also identify instructors to teach any new classes.

Old Business:

- Jim Bowles reported that the committee will likely have nothing to report till fall. Their proposals will have to be reviewed by the Onsite Training Task Team, which meets in August. Their goal is to have the curriculum revamped for spring of 2008.

New Business:

- There was no new business to consider.

SVCC Liaison Committee: Tom Reynolds (Chair), Peter Hunt, Danna Revis, Tom Joy

Old Business:

Tom Reynolds reported the following:

- Online Registration: Limited online registration is now available. Information is on the website.
- Tuition Cost: Tuition cost has been increased to \$124.00 per 2-hr class.
- Course Numbers: Permanent numbers will be assigned to recurring courses. Currently, numbered courses include:

ENV 195	Pumps and Controls
ENV 198	Onsite Inspections
ENV 295	Understanding Water Movement in Soils
ENV 298	Wastewater and the Environment
- SVCC Website: The SVCC website is being redesigned, and the URL will change.
- Certificates Earned: At least three graduates from Danna Revis's Core Studies Curriculum have qualified for a "Career Studies" Certificate from SVCC.
- Occ/Tech Center Annex: The slab has been poured and is curing. Building components have all been received, and the shell should be up before the July meeting. Funds are still not available from VDH for the dedicated VCOWT classroom.
- EasyCAD: EasyCAD software has been installed on the Occ/Tech Center computers in preparation for the class to be taught by Trapper Davis (which is scheduled for August 14-15).
- PuraFlo Training: Robert Crissman of PuraFlo will have at least 50 students at VCOWT on June 21st for training. Three 2-hr classes will be held.
- MOU: No new action

New Business:

- No new business was proposed.

General

Old Business:

- Bylaws: Consideration of possible amendments to the recently adopted bylaws was tabled until the next meeting.
 - Donations: Tom Joy reported success in getting materials and equipment donations from May Supply and VAMAC for a demo recirculation system for his Pumps and Controls class. He suggested that VCOWT begin making an organized effort to involve manufacturers and vendors in VCOWT's training programs by making them aware of opportunities for donations, as follows:
 - Put a list of needed items broken down by course or use on the VCOWT website. Include a downloadable Non-Cash Gift Acceptance Form with instructions on how to use it.
 - Recognize donors by posting their names and donations in a special section on the website.
 - Develop a VCOWT Donor Appreciation Certificate suitable for framing to be mailed to donors.
 - Maintain a list of donors on a plaque or poster on the wall of the VCOWT classroom.
 - Periodically, perhaps in the quarterly newsletter, publish a list of donors and their gifts and send it to the entire list.
 - Include a list of needed items in the monthly email notification.
- A motion was made, seconded and unanimously approved to pursue donations as suggested above.

New Business:

- A "Website Committee" was formed with Anish Jantrania as Chair. He will work with SVCC to implement website changes suggested at this meeting and in the future.
- The name of the class to be taught by Peter Brooks and Anish Jantrania will be changed to "Effluent Dispersal Systems".

Meeting Adjourned 12:00